



Taykwa Tagamou Nation

Employment Opportunity

Resource Agreements Coordinator

Location: Taykwa Tagamou Nation or Cochrane

Reports to: Business Development Officer

About the Role

Under the direction of the Business Development Officer and in accordance with the policies adopted by Taykwa Tagamou Nation (TTN), TTN has entered into Resource Agreements with resource development partners within TTN's traditional territory. Working under the implementation committee, the Resource Agreements Coordinator will be responsible for the implementation of those agreements.

The position will be working for the sole benefit of TTN and will be based in Taykwa Tagamou Nation or Cochrane but will be required to travel to the mine sites regularly. The ideal candidate will demonstrate a commitment of professionalism and foster meaningful relationships, while producing tangible result to Taykwa Tagamou Nation.

Responsibilities

- Assist with supervision, coordination, execution, and administration of the impact benefit agreements;
- Develop and forward recommendations to the Parties and Implementation Committee to increase TTNs' active participation with the projects;
- Work closely with mining partners in the design and development of programs and initiatives in accordance with the agreements that meet their needs and aspirations;
- Participates in and work with the partner's Environmental, Human Resources and other relevant departments;
- Coordinate communication and organize community information sessions between partners and TTN;
- Identify and facilitate business, training and employment opportunities for TTN;
- Seek opportunities for TTN;
- Share with partners community invitations and events to participate in to foster a positive relationship;
- Consult directly with the TTN employees of partner sites to advocate continued health, well-being and career advancement.
- Demonstrate a commitment to TTN's vision and values;
- Perform other such tasks as may be required.
- Other duties as assigned.

Qualifications

- Post-secondary degree/diploma in mining, economic or community development, administration, resource development, or project management, or another relevant field, is not required but will be considered an asset;
 - Experience working within First Nations and/or the mining sector;
 - Strong problem-solving, communication, report writing skills and presentation skills;
 - Demonstrated organizational, supervisory and leadership skills;
 - Good knowledge of application funding programs and the application process;
 - Class G driver's license and personal vehicle;
 - Must have strong interpersonal skills.
 - Dependable with respect to confidentiality and policies.
 - Knowledge and experience with productivity applications such as Microsoft Office, Excel, Outlook, Publisher and Power Point.
 - Superior time management skills and multi-tasking skills, and the ability to prioritize tasks with minimal supervision.
 - Experience in records management is required.
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Taykwa Tagamou Nation offers a competitive compensation package subject to qualifications and experience; group medical insurance: extended health, dental, life, AD&D and Pension Plan benefits.

Submit Letter of Application, Resume and three recent work references (one being from your most recent supervisor/manager) and must include copies of Certificate(s) of Qualification no later than: September 23, 2026 @ 4:30PM

A complete work description is available upon request. Preference and Priority will be given to Taykwa Tagamou Nation Applicants. We wish to thank all applicants however only those selected for an interview will be contacted.

Human Resource Generalist

By email: resumes@taykwatagamou.com

By fax: 705-272-5785

By mail: P.O. Box 3310, RR#2, Cochrane, ON. P0L 1C0

Posted: September 8, 2026